

**Outline Job Description and Person Specification**

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| **Job Title** | Education Welfare Officer |
| **Location** | All schools, base at Milton Abbot |
| **Reporting to** | Executive Principal |
| **Permanent/Temporary/Fixed Term Appointment**  | Permanent 40 weeks per year (includes two weeks outside term time to support with transition activities) |
| **Hours** | 37 hours  |
| **Salary** | £27,000 to £29,000 |
| **Directorate or School** |  D Secure |
| **Effective date of JD** |  |

**Summary of Role:**

Dartmoor Multi Academy Trust are looking for a dedicated and passionate Education Welfare Officer who can work innovatively to support pupils and families across all schools to manage and maximise attendance so that no child is absent from school unnecessarily.

The role may require travel to Trust educational settings and offices.

**Main Duties and Responsibilities:**

The post holder will work closely with the D INCLUDE core team, school Principals and attendance officers to record and monitor attendance (in line with DfE requirements) and work strategically with other staff, children and families within the Trust to reduce overall and persistent absence.

* Support and embed the Inclusion strategy, holding schools to account in their delivery and aims for attendance.
* Routinely monitor the attendance of vulnerable students and students who are known to be poor attenders.
* Work with other agencies to provide appropriate services for children and young people, including leading on Early Help responses relating to cases of unacceptable absence, making referrals to children's social care, educational psychologists, the careers service etc. where relevant.(With the support of Devon County Council EW Service)
* Support schools to establish and maintain positive and constructive relationships with families/carers who require more help because their child’s attendance is a concern. This could include daily telephone communication, regular meetings, presence at the school gates and home visits.
* Where appropriate, to gather supporting evidence to recommend legal proceedings in cases of irregular school attendance, lead legal meetings and prepare reports and to give evidence in Court.
* When required, prepare reports for the Principals and represent the Trust as required.
* Become the liaison for those students who cannot attend the Trust’s schools regularly, to enable them to receive an adequate education via homework provision or other off site education provision.
* Interpret data to inform the implementation of new strategies to assist the Trust in dealing with absence.
* Prioritise and manage a key caseload, which will include complex cases involving disadvantaged students and those young people who are not accessing regular education.
* Have an understanding of the support groups, activity groups and youth groups that students or parents and carers can be referred to for supplementary support.
* Arrange for provision of, and where appropriate deliver, attendance related training to Trust staff, particularly attendance officers and administrators..
* Develop a close liaison with relevant local authorities to maximise professional working relationships, both in terms of advice and support for the Trust
* Support, promote and model the Trust’s values and commitment to relational policy and practice.
* Assist in arranging alternative education provision for students excluded from the Trust’s schools.
* Maintain thorough case notes, issue letters to parents and, if required, prepare court reports
* In collaboration with the DSECURE Executive Principal, direct the work of the Attendance Support Officer to ensure that there is an efficient and effective service provided for all stakeholders.
* Attend Trust meetings as necessary and required and input as requested.

The postholder must be prepared to undergo an Enhanced Disclosure and DBS checks and obtain any other statutorily required clearances.

 **Detailed Person Specification:**

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| **Criteria** | **Essential** | **Desirable** |
| Professional Qualifications and Learning | An understanding of legislation relating to academy attendance; ability to keep up to date with new legislation and guidance and advise others, where appropriateA knowledge and understanding of the education system and local education authorities  | Has a willingness to study for further appropriate professional qualification if necessary Educated to GCSE level or aboveHas an appropriate professional qualification, e.g. DipSW/ DipConnexions / NPSLBA |
| Experience | Significant experience of working in Education Welfare or related area of work | Has other experience of working in and across academiesHad experience of working across phasesHas special school experience |
| **[KEEP RELEVANT CRITERIA]**Leading, Learning and Teaching **or** Skills, Knowledge and Capability | Ability to prioritise workloads and manage time effectively Demonstrable initiative in negotiating and problem solving skillsAbility to relate and deal effectively with clients and colleagues at all levels Ability to assimilate, analyse and action information from a variety of sources Ability to work with challenging families and be assertive but understanding, as appropriateAbility to work as an effective team member Self-motivation and ability to use initiativeGood oral and written communication skillsIT skills with practical knowledge of Microsoft Commitment to and understanding of Early HelpCommitment to and understanding of Equal Opportunities and Child Protection Proven track record of effective time / personnel managementAdaptable to changing demands and challenging behaviour / complex relationships | A proven track record of innovation coupled with a desire to further improve outcomes for young people and their families |
| Additional | Excellent interpersonal skills Flexible and adaptable, even under challenging situations Ability to welcome, engage with and positively support all stakeholders Actively promote the ethos of the TrustAble to contribute to the whole academy context (including INSET) A willingness to work cooperatively and flexibly in order to deliver outstanding outcomes. | An ability to innovate and improve practices / policies / procedures |